

List Update - Tip #51

Sometimes items do not exist in lists, or drop-down menus, that are needed. These lists must be updated. To do this, go to the List table. There are two obvious fields that the user must work with: Name and Item. The Name field contains the name of the List, or drop-down menu, and Item contains the text in the list. The user must only add a new record, enter the name of the list to update and then the new text.

[List] Table List View

List: 333 records in selection

Name	Item
Priority Type	
Priority Type	P1
Priority Type	P2
Priority Type	P3
Docket Category	17 - SE Elected to Retain Title
PT Pub	N: Not to be Published
PT Pub	O: On Hold
PT Pub	H: Approved - SB/CL/NP Elect to Retain Title
PT Pub	G: Approved - Waived Invention
PT Pub	F: Approved - No Patent Action Contemplated by NASA
PT Pub	E: Approved - Ownership Indefinite or Owned by NASA - Patent
PT Pub	D: Approved - Invention Owned by Inventor - Patent Pending
PT Pub	C: Approved - Invention Owned by NASA - Patent Pending
PT Pub	B: Approved - Invention Owned by Inventor - Inventor Patent
PT Pub	A: Approved - Invention Owned by NASA - NASA Patent
PT Pub	
Publication Name	

Add Query Order by Print Report Sets Help Relate Tables Return

However, in order to take effect, the user must first log out and then log back in. Then the user shall see the new item.